



Department of the Navy Civilian Benefits Center

Federal Employees Retirement System How to Apply For Voluntary Retirement

To apply for Federal Employees Retirement System (FERS) Voluntary Retirement:

1. Read the information for prospective retirees at <http://www.public.navy.mil/donhr/Benefits/retirement/fers/Pages/InformationforProspectiveFERSRetirees.aspx>.
2. If the Civilian Benefits Center has not prepared an estimate of your retirement annuity complete the request form and fax it to the appropriate CBC Site Office listed on the second page of the form. The form is available at <http://www.public.navy.mil/donhr/Benefits/resources/Documents/CBC%2012830-03%20%20Request%20for%20Retirement%20Annuity%20Computation.pdf>.
3. When you decide on your retirement date complete the retirement package available at <http://www.public.navy.mil/donhr/Benefits/retirement/fers/Pages/VoluntaryRetirement.aspx>. Submit your retirement documents 120 days before the effective date of your retirement. If you plan to retire on December 31 submit your retirement documents as soon as you know you will be retiring because this is a popular date to retire.
4. If you want to make a change to your current Federal Employees Health Benefits (FEHB) enrollment during the Benefits Open Season and plan to retire before the January effective date you cannot make your change using the Employee Benefits Information System (EBIS) since you will not be employed by the Department of the Navy on the Open Season effective date. You must submit a paper SF 2809, Health Benefits Election form to your Civilian Benefits Center Retirement Specialist by the end of Benefits Open Season. The SF 2809 will be included with your retirement package and mailed to the Office of Personnel Management for processing.
5. Mail your retirement package to:

HRSC East
Norfolk Naval Shipyard, Building 17
Attn: Civilian Benefits Center
Portsmouth, VA 23709-1005
6. If you have questions please call the Benefits Line at 888-320-2917 and select menu option #4 to speak with a Customer Service Representative (CSR). CSRs are available from 7:30 a.m. until 7:30 p.m., Eastern Time, Monday through Friday, except on federal holidays. The TTY number for the deaf and hard of hearing is 866-359-5277. You may also email your questions to navybenefits@navy.mil. You must include your full name, pay plan, grade, contact telephone number and the best time to call you. Do not include Privacy Act Information such as date of birth or social security number.